Proposed Policy Number and Title: 610 Credit Hour		
Existing Policy Number and Title: n/a		
Approval Process*		
x Regular	□ Temporary Emergency	□ Expedited
X New	x New	x New
□ Revision	□ Revision	□ Revision
□ Deletion	□ Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 *Policy Governing Policies* for process details.		

Draft Number and Date: Stage 4 April 24, 2014

President's Council Sponsor: Ian Wilson   **Ext.**

Policy Steward: Kat Brown   **Ext.**   8517

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

  Entrance Date: 4/25/2013

University Entities Review

  Entrance Date: 10/31/2013

University Community Review
  Entrance Date: 03/20/2014

  Open Feedback: 03/21/2014

  Close Feedback: 04/21/2014

Board of Trustees Review

  Entrance Date: 04/24/2014

  Approval Date: MM/DD/YYYY

POST APPROVAL PROCESS

Verify:

  □ Policy Number
  □ Section
  □ Title
  □ BOT approval
  □ Approval date
  □ Effective date
  □ Proper format of Policy Manual posting
  □ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name:

Date posted and verified: MM/DD/YYYY

POLICY TITLE	Credit Hour	**Policy Number**	610
Section	Academics	**Approval**	

		Date	
Subsection	Instruction and Curriculum	**Effective Date**	
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 At UVU, the credit hour is the unit of instruction that quantifies student learning. This policy establishes university standards for accurate, reliable, and equivalent credit hour assignments in courses, establishes assessment review processes for credit hour assignments across all courses and programs.

2.0 REFERENCES

2.1 USC Title 34: Education CFR 600.2, 600.24, 688.8(k) and (l)

2.2 Northwest Commission on Colleges and Universities *Policy on Credit Hour*

2.3 UVU Policy 522 *Undergraduate Credit and Transcripts*

2.4 UVU Policy 524 *Graduate Program Credits and Graduation Transcripts*

2.5 UVU Policy 603 *Academic Program Review*

2.6 UVU Policy 605 *Curriculum and Program Changes Approval Process*

3.0 DEFINITIONS

3.1 Credit hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency, as defined by accrediting and federal bodies.

3.2 Credit ratio: The combination of contact hours, lecture and/or lab, associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours per week based on a 15-week semester, and zero lab contact hours.

4.0 POLICY

4.1 The Office of Academic Affairs is responsible for the establishment and review of course and program credit hour assignments and equivalencies. Credit hour expectations at each degree level are established in UVU Policy 522 *Undergraduate Credit and Transcripts and UVU Policy* 524 *Graduate Program Credits and Graduation Transcripts.*

4.2 One credit hour reasonably approximates:

4.2.1 Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or an equivalent amount of work over a different amount of time, regardless of delivery mode; or

4.2.2 At least an equivalent amount of work as required above for other academic activities as established by the institution, including but not limited to laboratory work, internships, practica, studio work, and other academic work, regardless of delivery mode, leading to the award of credit hours.

4.3 In collaboration with their school/college, academic departments shall implement evidence-based practices to regularly review the application of this policy. This review shall be conducted to ensure that credit hour assignments in courses and programs are accurate, reliable, and equivalent and conform to commonly accepted practices in higher education.

4.4 Using the criteria established in this policy, the Faculty Senate Curriculum Committee shall review all course credit hour assignments across all courses and programs and assess evidence of the implementation of academic department review processes on a rolling five-year cycle to ensure the consistency and accuracy of credit hour assignments. This review will occur through sampling a variety of course credit assignments representing different degree levels, academic disciplines, delivery modes, and types of academic activities.

5.0 PROCEDURES

5.1 Appropriate portions of this policy shall be published on the Office of Academic Scheduling and Curriculum website and in the university's electronic and printed catalogs.

5.2 The Office of Academic Scheduling and Curriculum shall review all course sections to ensure scheduled times and term lengths are within the minimum/maximum range for fulfilling the credit ratio for the assigned credit hours.

5.3 Academic departments shall submit all new and revised courses and their credit hour assignments and rationale to the Faculty Senate Curriculum Committee through the institutional curriculum submission system.

5.4 In collaboration with their colleges/schools, academic departments shall create evidence-based practices to evaluate syllabi, student learning outcomes, and course assignments, including work outside scheduled class time, to determine the appropriate credit hour assignment for each course.

5.5 Academic departments must evaluate for revision their courses, course syllabi, and credit hour rationales at a minimum of once every five years. In collaboration with their school/college, departments are responsible for determining whether credit hours for all department courses are accurately assigned and to ensure that courses are appropriately aligned with published learning objectives.

5.6 The Faculty Senate Curriculum Committee shall examine the results of five-year evaluation cycles and notify departments of their compliance. The appropriate dean and the Senior Vice President of Academic Affairs shall be notified of any department not in compliance with this policy. The Faculty Senate Curriculum Committee shall ensure compliance with credit hour assignments by reviewing a random sample of syllabi from new, revised, and existing courses, across all delivery modes, based upon the information that college/school curriculum committees enter into the institutional curriculum submission system.

5.7 If a school/college curriculum committee or the Faculty Senate Curriculum Committee finds a course's credit hours or related requirements for student work outside of class are out of compliance with this policy, the Committee shall notify the academic department of the discrepancy, recommend options for compliance, invite the academic department to implement appropriate changes, and provide a timeline for compliance.   If the department fails to achieve compliance within the established timeline, the chair of the Faculty Senate Curriculum Committee shall submit the matter to the appropriate dean, in consultation with the Senior Vice President of Academic Affairs, for resolution.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

June 10, 2014